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Approved For Release 1999/08/27 : CIA-RDP78-03985A000500040095-5

Employee Suggestion - Number 239

A. Information About the Suggester:

GS-7, Fiscal Acct., FDC

25X1A9a

B. Summary of the Suggestion:

The suggester proposes that the Central Processing Branch of the Personnel Office include the services of a Notary Public in order to notarize documents of Agency travelers.

C. Evaluation:

The Research & Planning Staff, Personnel Office has submitted the following comments:

"At the present time it is necessary to refer requests for notary service to members of the Personnel Relations Branch, Personnel Office. . . Inasmuch as Agency employees traveling or stationed abroad have need, on occasion, to delegate power of attorney to facilitate the cashing of checks and other legal matters during their absence from home, it would no doubt be feasible to have a qualified member of the Central Processing Branch designated as a Notary Public. A conference with the Notary Public in the Personnel Relations Branch in eye bldg. has confirmed the points brought out by the suggester, i.e., that notarizing documents for CPB affects the time this individual can devote to her duties within her own Branch, and conferences and interviews have made it difficult, at times, for her to provide immediate notary service for the Central Processing Branch. The Chief, Central Processing Branch has been apprised of the suggestion, is of the opinion that it should be adopted, and has agreed to initiate whatever action may be required to put the suggestion into effect. With respect to savings, it is believed that an estimate in monetary terms is impracticable. The staff member in Personnel Relations Branch is a GS-11, the employee in the CPB who will assume the Notary Public duties is a GS-7 " The Research & Planning Staff states that "There is little doubt that adoption of the suggestion will result in an improvement in CPB operations, both in terms of convenience to the traveler and time required in processing."

D. Note:

Since it is difficult to estimate any monetary savings it is recommended that the Committee consider an award for a suggestion with intangible benefits.

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Security Information

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